



**BARRINGTON POLICE DEPARTMENT  
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BARRINGTON, NH 03825**



Chief George Joy  
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To: Town Administrator Conner MacIver  
From: Chief George Joy  
Re: Detective Position Grade Change

TA MacIver,

Per our discussion, I am submitting a request for a permanent change to the "grade" of the detective position within the Barrington Police Department. Currently, the detective is a "Grade 8" position. There was discussion when the study was conducted about modifying that rating, but it was ultimately left as a Grade 8 parallel to a Patrol Officer. Since Detective Aube left, the detective's role has been filled by Sgt. Barber. This has reduced our supervisory capabilities in Patrol.

I have attached the Detective job description and it is clear that anyone in that position is required to have a much higher degree of training and responsibility over a patrol officer. A clear illustration of this point is that, until his departure, the position of "Detective" was primarily filled by Lt. Banaian. In fact, it was Lt. Banaian's departure which highlighted the importance of having a supervisor filling that role and providing a stable base to direct patrol staff in conducting proper investigations.

Further, one of the responsibilities which has been shifted to the Detective's office is that of maintaining BWC footage (in conjunction with the Chiefs) and ensuring that footage is released to the different prosecution offices as well as making it available for discovery purposes. For reference for those unfamiliar with the processes involved, 15 hours have been dedicated to BWC maintenance in the last two weeks. As Courts are opening up again, this is almost guaranteed to increase.

I have also attached the appropriate Barrington, NH FY20 Market Data Reports from the January 2020 Compensation Study as prepared by MRI. It is clear that when the comparisons were conducted, that the position of Detective was a separate comparison from that of a Patrol Officer. The last employee that filled that position was Grade 8/Step 7 (\$26.27/hour). If this change is approved, the "replacement" internally would be Grade 10/Step 1 (\$25.49/hour). This will not impact the budget this year since, clearly, the replacement costs less than the prior allotment. BPD is currently well under budget in the FT Hourly Wage line; thus we will incur no additional expenses this year. Going into next year, there will be no impact due to replacement employees being hired at lower rates than those who left.

In conclusion, I will state that this re-grade is imperative for the longevity of the Detective's office. BPD needs to be able to assign a staff member to that position who will remain in place to train others to conduct investigations in his/her absence. This employee is dealing with the most important cases we handle; sexual assaults, severe crimes against persons, fraud, etc. Filling that role with less experienced staff will inevitably lead to cases being handled improperly.



**Detective**

Implement  
Date

07/21/2021

Assignment/Job Description

General

Revised Date

Supersedes

This written directive is for the internal governance of the Barrington Police Department, and as provided by NHRSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

**George Joy**

**Chief of Police**

### **Introduction**

- A. Police officers assigned as Detectives are responsible for the investigation of all misdemeanors, felonies and other special investigations assigned to them.

### **Essential Skills, Knowledge and Abilities**

- A. In addition to the skills, knowledge and abilities required of patrol officers, personnel assigned as Detectives must possess the following additional skills, knowledge and abilities:
  1. Knowledge of police investigative techniques and procedures.
  2. Knowledge of laws, statutes, ordinances and court decisions as they affect the proper performance of police duties and investigative procedures.
  3. Knowledge of departmental policy and procedure specific to the investigation of complex crime or specialized areas of investigation.
  4. The ability to establish and maintain effective working relationships with citizens, police agencies and departmental personnel. The ability to obtain information from citizens and informants.

### **Essential Functions, Duties and Responsibilities**

- A. Officers assigned to the position of Detective have specific investigative responsibilities:
  1. Conduct thorough investigations into all assigned cases, and provide investigative/technical assistance as necessary in investigative matters to officers within the police department. Provide similar assistance to outside agencies as requested and authorized.
  2. Maintain current knowledge regarding laws, statutes, ordinances, court decisions and departmental policies and procedures relative to investigative practices, interrogation procedures, drug investigations, and all other areas related to the assignment of detective or any specialized assignment within the bureau.
  3. Be familiar with known criminals, their associates, behavior patterns, hangouts, and modus operandi. Be alert for sources of information and develop informants.

4. Regularly update the Deputy Chief of the progress of investigations and request additional instructions when further progress appears impossible. Ensure that any information uncovered regarding criminal activity beyond the scope of the immediate investigation is properly documented consistent with agency reporting procedures.
5. Submit appropriate reports regarding assigned casework in a timely manner so as to keep supervision thoroughly appraised of investigative progress. Furnish other weekly or monthly reports as required.
6. Follow up all cases until there is a final disposition or the case is suspended by proper authority.
7. Periodically contact the complainant or victim to provide information relative to the status of the investigation. Contact the victim in all cases that are resolved by arrest or are suspended/closed and advise them of the same.
8. Assist in the preparation of cases for grand jury or trial. Carefully prepare the presentation of facts.
9. Provide police intelligence to department personnel or outside agencies whenever the information may be helpful to police patrol practices or whenever the information concerns items related to officer safety concerns.
10. Be available by telephone or radio during the tour of duty when the situation permits, and off duty as directed by the Chief of Police or his designee.
11. Safeguard all recovered property; properly tag and secure all lost, stolen or found property. Maintain custody and control of all evidence submitted, and transport evidence to State Lab or FBI for analysis as required. Effectively manage, control and protect all property stored in the department's evidence room.
12. Become proficient in techniques of fingerprinting, photography, and the collection, preservation and presentation of all physical evidence.
13. Provide technical crime scene support as necessary and required, ensuring that all crime scenes are properly processed and that crime scene activities are properly documented.
14. Prepare court complaints, affidavits, search warrants, and other official documents necessary for the proper performance of police duties. Present, prosecute or testify in court cases as required.
15. Enforce laws, statutes and ordinances as appropriate. Arrest, summons or warn violators in conjunction with investigations as appropriate. Properly document any action taken for entry into the appropriate computer file.
16. Engage in surveillance operations or undercover police operations as assigned.
17. Respond to crime scenes, either as investigating officers or support personnel.
18. Coordinate Crime Line calls for service or investigations as appropriate and assigned.
19. Maintain Body Worn Camera footage and ensure that it is disseminated as discovery and to prosecution in line with industry best standards.
20. Perform other duties as may be required or assigned

**Source**  
Dover Police Department

**Written By**  
Chief George Joy

**Authorized By**

George Joy  
Chief of Police

**Revised Date**  
07/21/2021